

Sponsor
Name _____

Agreement # _____

Summer Food Service Program Administrative Labor Worksheet

Instructions: This worksheet will show that the organization has staff responsible for the Summer Food Service Program (SFSP) administration. Enter the appropriate numbers in the areas below for your SFSP. Leave blank any line item that is not relevant to your organization. Organizations with one SFSP site may not hire someone to conduct just monitoring/training, those may be responsibilities of the director. Provide list of SFSP responsibilities for every employee position.

Employee position or title (Complete only those that apply to your organization)	(1) Number of personnel in positions	(2) Average number of hours personnel spend per week on SFSP duties	(3) Full-Time Equivalent [(2) / (40) x (1)]	(4) Wages per hour (excluding benefits)	(5) Number of weeks program operates per year	(6) Total annual labor cost per position [(1) x (2) x (4) x (5)]	Specific program duties for position listed
Administrator			0.00			0	
Director			0.00			0	
Assistant Director			0.00			0	
Monitor/Trainer			0.00			0	
Bookkeeper/ Clerical			0.00			0	
Other			0.00			0	
Total Administrative Labor Cost							0